

THE US ARMY AERONAUTICAL SERVICES AGENCY (USAASA) WILL PRESENT THE 2003 AIR TRAFFIC AND AIRSPACE (AT&A) SEMINAR, 31 MAR THROUGH 4 APR 03, IN ADDISON, (NORTH DALLAS), TEXAS. PRIMARY OBJECTIVE IS TO TRAIN AT&A OFFICERS IAW AR 95-2. RANGE MANAGEMENT PERSONNEL, AIRFIELD COMMANDERS, STATE AVIATION OFFICERS AND OTHER INTERESTED PERSONNEL MAY ATTEND ON A SPACE AVAILABLE BASIS.

2. THE SEMINAR WILL BE LOCATED AT THE CROWNE PLAZA HOTEL IN ADDISON, TX. LODGING IS WITHIN PER DIEM AT \$89 PER NIGHT FOR SINGLE OR DOUBLE OCCUPANCY. THE HOTEL HAS OFFERED TO EXTEND THIS RATE TO SEMINAR PARTICIPANTS ON EITHER END OF THE SEMINAR DATES. FOR GUARANTEED ROOMS, ATTENDEES MUST CONTACT THE HOTEL TOLL FREE RESERVATION LINE NLT 10 MAR 03, AT 1-800-227-6963. PLEASE INDICATE YOU WILL BE ATTENDING THE USAASA ANNUAL AIR TRAFFIC AND AIRSPACE SEMINAR AT THE ADDISON, TX CROWNE PLAZA HOTEL. ADDITIONALLY, THERE WILL BE A \$25 CONFERENCE FEE.

3. IMMEDIATELY FOLLOWING YOUR RESERVATIONS REQUEST WITH THE HOTEL, INDIVIDUALS MUST CONFIRM THEIR ATTENDANCE WITH THE FAA SOUTHWEST REGION DARR OFFICE, MSG KEITH SHYKES, NLT 10 MAR 03. REQUIRED INFORMATION INCLUDES NAME, GRADE, DUTY TITLE, EMAIL ADDRESS, ORGANIZATION/ UNIT, MAILING ADDRESS, PHONE NUMBER (VOICE AND FAX), PROJECTED ARRIVAL AND DEPARTURE DATES, HOTEL RESERVATION NUMBER, AND RECONFIRM SMOKING OR NON-SMOKING ROOM. YOU MAY CONTACT MSG SHYKES ANYTIME TO REQUEST AN RSVP FORM VIA EMAIL.

4. TRANSPORTATION TO/FROM DFW OR DALLAS LOVE AIRPORTS TO THE CROWNE PLAZA HOTEL IN ADDISON WILL COST APPROXIMATELY \$25-\$30 VIA AIRPORT SHUTTLE.

5. USAASA HIGHLY ENCOURAGES ATTENDEES TO RECOMMEND ANY DESIRED HQ ARMY / HQ FAA LEVEL ISSUES AS AGENDA ITEMS TO MR. CONROY (DSN 656-4865, COMM 703-806-4865 OR EMAIL WAYNE_A_CONROY@BELVOIR.ARMY.MIL). ALL RECOMMENDATIONS WILL BE EVALUATED AND FEEDBACK PROVIDED TO THE REQUESTER. REQUESTS SHOULD BE RECEIVED ASAP BUT NO LATER THAN 15 FEB 03 FOR EVALUATION AND COORDINATION.

6. GOLF AND OTHER TEAMBUILDING EVENTS WILL BE HELD 31 MAR WITH EVENTS, PLACES, TIMES AND COSTS TBA. THE SEMINAR WILL BEGIN WITH AN ICE-BREAKER 31 MAR, AT 1930 IN THE WHISPERING OAKS BALLROOM OF THE CROWNE PLAZA HOTEL. FOOD WILL BE PROVIDED COURTESY THE

CITY OF ADDISON CHAMBER OF COMERCE.

7. MORE DETAILED INFORMATION, INCLUDING A DRAFT AGENDA, WILL BE PUBLISHED IN JAN 03. ADDITIONAL ADMINISTRATIVE DETAILS WILL BE PROVIDED BY THE SOUTHWEST REGION DARR OFFICE TO SEMINAR ATTENDEES AFTER RECEIPT OF THEIR RESERVATION INFORMATION.

8. POCS FOR THE AT&A SEMINAR ARE LTC GARY BARBER, LTC CRAIG WALTERS OR MSG KEITH SHYKES DARR, FAA SOUTHWEST REGION, ATTN: ASW-920, 2601 MEACHAM BLVD, FORT WORTH, TEXAS 76137-0920. PHONE: DSN 477-2920/2921 COMM (817) 222-5920/5921, FAX DSN 477-2968, COMM (817) 222-5968. E-MAIL: CRAIG.WALTERS@FAA.GOV , GARY.A.BARBER@FAA.GOV OR KEITH.SHYKES@FAA.GOV.